



Position: Kids Ministry Early Childhood Lead
Reports to: Kid's Ministry Director
Supervises: N/A
Classification: Full-Time, Exempt

Job Summary:

The Kids Ministry Early Childhood Lead works under the direction of the Kid's Ministry Director in a full-time capacity.

Responsibilities:

- Plan and supervise activities of early education children with a goal of excellence.
- Recruit, train, and supervise team members.
- Schedule and communicate with the team on a regular basis.
- Manage policies and parent communication.
- Maintain classrooms and provide age appropriate materials.
- Minister to children, servants, and families in spirit of love through regular communication
 - Email, call, and meet with families for prayer and support
- Help plan, set up for, host, and clean up after special events in the Kid's Ministry.
- Develop age appropriate programming, lessons, and activities for each class during services
 - Weekend/Wednesday programming for early education classrooms.
 - Wednesday programming for Early Childhood.
- Provide lesson plans, needed supplies, and support to volunteers.
- Create graphics and videos when not provided by the Communications Team.
- Maintain and monitor Social Media page for Tomoka Kids
- Order any supplies/snacks needed for Kids Ministry
- Send/make postcards to send out to kids/volunteers

Skills/Qualifications:

- Maintain personal character and commitment in word and actions (1 Tim. 3:1-7, Titus 1:5-9).
- Exhibit sufficient administrative skills and computer knowledge for acquiring and maintaining relevant, exciting, age appropriate curriculum.
- Possess Biblical education, willing spirit, and proper knowledge to minister to children, servants, and parents.
- Prior Kids Ministry employment experience preferred, equivalent volunteer experience considered for the right candidate.

Tomoka Christian Church is a ministry, and exists to passionately affect our world with the life-changing Gospel of Jesus Christ. We accomplish this by worshipping God, proclaiming His Word, and equipping and deploying into ministry fully-devoted followers of Christ. While specific skills and experience are a major part of this role, what is most important to Tomoka Christian Church, and to the Lord, is a person's heart. The person who fills this role should have a special calling from the Lord for ministry. In this role you are considered a minister of the gospel. For such a high calling, our lives and values should reflect that pure and holy calling. As we are told in 1 Peter 1: 15-16, "But just as He who called you is holy, so be holy in all you do, for it is written: 'Be holy because I am holy.'"